

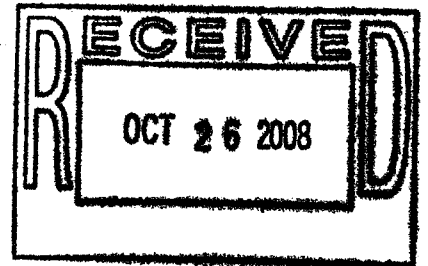
11/16/09

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The Volunteer Coordinating Committee met October 29, 2008 and interviewed Elizabeth Payne. She has lived in Acton 3 years but has never attended Town Meeting or any Board meetings.

She has a great deal of enthusiasm and motivation and we suggested she call John Murray for the 275th Celebrations Committee. She would be an asset to any Committee after she becomes more informed on the working of the Town Committee's.

Jean Lane, Volunteer Coordinating Committee





VOLUNTEER COORDINATING COMMITTEE

VOLUNTEER APPLICATION

TOWN OF ACTON

472 MAIN STREET

ACTON, MA 01720

TELEPHONE (978) 264-9612

FAX (978) 264-9630

E-MAIL VCC@ACTON-MA.GOV

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Title Mr. Mrs. <u>Ms.</u> Dr.	E-mail Address <u>epayne@komenmass.org</u>	Date <u>10/15/08</u>
Last Name <u>Payne</u>	First Name <u>Elizabeth</u>	Middle Initial <u>J</u>
Street Address <u>388 Great Rd unit A6</u>	Home Phone <u>978-274-2159</u>	Business Phone

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: Volunteer Coordinating Committee

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: NO

Do you have any time restrictions? NO

Are you a U.S. Citizen? yes How long have you lived in Acton? 2 1/2 yrs. In Massachusetts? 26 years

Present occupation and employer (Optional: Attach résumé)

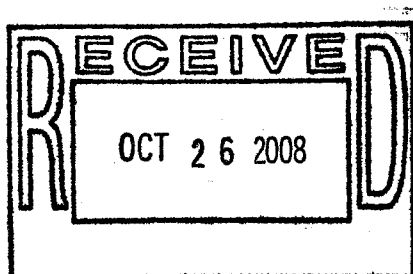
Volunteer Coordinator / Susan G. Komen Breast Cancer Foundation

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? NO

Education or special training: BS- communications w/ PR emphasis
Wingate University- wingate, NC

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.:

Notary public



TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS

Acton Community Housing	Historic District Commission
Acton-Boxborough Cultural Council	Historical Commission
Aging, Council on	Joint Technology Advisory Committee
Appeals, Board of	Metropolitan Advisory Planning Council
Assessors, Board of	Minuteman Home Care
Cable Advisory Committee	Minuteman Vocational School Representative
Cemetery Commission	Personnel Board
Commission on Disabilities	Planning Board
Community Preservation Committee	Public Ceremonies Committee
Conservation Commission	Recreation Commission
Fair Housing Committee	South Acton Revitalization Committee
Finance Committee	Town Report Committee
Hanscom Field Advisory	Transportation Advisory Committee
Health, Board of	Volunteer Coordinating Committee

Thank you. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, (978) 264-9612.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

VCC Interview

Applicant Called ✓
 Schedule Date & Time 10/26/08
 Recommendation VCC

Appointing Body

Selectmen / Manager / Moderator
 Interview Date _____
 Appointed Date _____
 Term _____

Board, Committee or Commission

Member / Alternate / Associate
 Member / Alternate / Associate
 Member / Alternate / Associate
 Member / Alternate / Associate
 Notification of Appointment

Recommendation Sent _____

Received by VCC _____

Committee Notified _____

Applicant Notified _____

☐ No openings at this time

VCC 1.8/02

ELIZABETH J. PAYNE
388 GREAT ROAD ACTON, MA 01720
(978) 274-2159 home (978) 979-7447 cell
email elizabethpayne6@comcast.net

EDUCATION

2009 Master of Science in Leadership with Emphasis in Human Resource Management—in process
Northeastern University
Boston, MA

December 2004 Bachelor of Science in Communications with Emphasis in Public Relations
Wingate University
Wingate, NC
Dean's List

WORK EXPERIENCE

Affiliate Coordinator

June 2007-present

Susan G. Komen Breast Cancer Foundation, Boston, MA

Non Profit Organization

Management of all employee relations; management of the Affiliate's volunteer program and direct supervision of employees. Assist the Executive Director in oversight of all administrative functions of the office, support fundraising projects and events sponsored by the Affiliate. Communications liaison and point person for all Human Resource areas of the organization. Provides support in the development, implementation, and marketing of key activities and special programs.

HR Assistant

November 2006-June 2007

InSource Services, Wellesley, MA

Human Resource provider for Non Profit Industry

Benefits Administration: management and Human Resource liaison for over a dozen Non Profit organizations. Duties included: review/reconciliation of employee time sheets and invoices, COBRA administration; coordination of the enrollment and termination process for all employee benefits including medical, dental, LTD, STD, 125b, life, 401k and 403b plans; primary human resource contact for all non-profit employee issues, maintained personnel files, continuously updated HRIS system; coordinated employee trainings; posted and recruited for positions both internally and externally. Assisted managerial staff in all administrative needs such as: preparing memos and offer letters, data entry, filing, scheduling of appointments, and many other duties as assigned.

HR Associate

February 2005-November 2006

Radstone Technology, Billerica, MA

Military/Aerospace Technology Company

Office manager and HR support for US headquarters of international military supplier. Provided administrative sales support nationally. Human Resources and benefits administration liaison for all US employees. Chaired and managed Health and Safety Committee and compliance for OSHA and other compliance needs. Managed inventory and purchases of all office supplies and vendor relations. Building liaison with management and lease coordination. Developed manual for all office procedures to standardized operations. Provided administrative support to executive staff. Coordinated client and staff meetings for fast paced office environment. Maintained calendar for all employees providing logistical arrangements and necessary support. Maintained all daily office operations, including assisting of legal, sales, and engineering departments in all contract filing, typing and general administration needs. Created engineering and sales presentations for conferences and trainings. Served as IT backup for all office IT issues i.e. laptop, server, software, copiers, printers, and fax.

Office Assistant (Paid Internship for Federal Government)

June 2000-August 2002

Hanscom Air Force Base, Bedford, MA

US Air Force Base, Federal Government

Office assistant for several Federal Government functions located at Hanscom Air Force Base. Provided daily support for military and civilian employees stationed at the base. Assistant to US Air Force Colonel and his staff to provide any and all administrative services required.